

CAPITAL COMMUNITY COLLEGE

Full Time Lecturer Health Information Management 10 Month Non-Tenure Track, Three Year Grant-Funded Position

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: 950 Main Street, Hartford, CT 06103
Hours: 10 months; 35 hours a week
Salary: \$47,705 approximate annual.
Closing Date: Letter of application must be postmarked no later than July 1, 2013.

Anticipated Start Date: August 2013

General Knowledge, Skills and Abilities:

A Master's degree in Health Information Management or a related field from a HIM program accredited by the Commission on Accreditation for Health Informatics Management Education (CAHIIM). Registered Health Information Administrator (RHIA) certification and one to four years of work experience in the field required. College teaching experience with an ethnically diverse and urban student population is desirable.

Applicants should be able to show evidence of commitment to the mission of a comprehensive community college with an urban, non-traditional, multicultural student population.

General Experience:

Under the supervision of the Chair of the Health Careers Department, the Instructor of Health Information Management will prepare and teach college-approved courses in accordance with course descriptions and class schedules, develop course syllabi, participate in the assessment of student learning and meet the responsibilities of all faculty members, including academic advising. Working with the Program Coordinator, the instructor will seek national program accreditation from CAHIIM.

Substitution Allowed:

Applicants who do not meet the minimum qualifications are encouraged to put in writing exactly how their experience has prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

Application Instructions:

Send letter of intent, resume, transcripts (copies are acceptable at the time of application) and the names of three references to:

Josephine Agnello-Veley
Assistant Director of Human Resources
Capital Community College
950 Main Street
Hartford, CT 06103
Email: CA-HRAplicant@capitalcc.edu

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.